

<p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">27-06-02</p> <p>Date Filed</p> <p style="text-align: center;">January 12, 2005</p>	<p>Total Pages</p> <p style="text-align: center;">2</p> <p>Effective Date</p> <p style="text-align: center;">May 26, 2005</p>
<p>Authority/References</p> <p>KRS 196.030, 196.035 P&amp;P ACA Standard 3-3107, 3-3147, 3-3151</p>	<p>Subject</p> <p style="text-align: center;"><b>EQUAL ACCESS TO SERVICES</b></p>	

## I. DEFINITION

As used in this document, the following definition shall apply:

"Special needs offenders" means an offender known to or suspected of being a drug addict or abuser, an alcoholic, emotionally disturbed, aged, mentally or physically challenged, sex offender or pregnant offender.

## II. POLICY and PROCEDURE

### A. Equal Opportunities for all Offenders

An offender under supervision shall have equal access to agency programs, services and activities as available in the area of supervision. (3-3147) The Probation and Parole officer shall be responsible for documenting all referrals made on each offender in the case management system. The District Supervisor or designee shall randomly review the case notes to ensure referrals have been properly logged and that the referral process, when applicable, was used. Offenders shall be considered for all relevant referrals or assistance programs available in the community.

### B. Special Needs Offender

When demand warrants, special caseloads or special programs shall be initiated. (3-3151) When the offender population within a district office contains a significant number of special needs offenders, the district office staff shall use one or both of the following methods to provide services for the offenders:

1. Caseloads composed exclusively of offenders with the same special need may be assigned to the supervision of a Probation and Parole officer who has specialized training or experience in the treatment or management with the particular offender population.

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2. Appropriate community services for the special needs offenders shall be used. This approach shall include the following referral process:
  - a. The Probation and Parole officer shall review the offender's special need and refer the offender to the appropriate community resource agency either in writing or by telephone, explaining what service or services are needed. If a referral was made in writing to the community resource agency, a copy shall be retained in the case folder. If the referral is made by telephone, a notation of the contact shall be entered in the case management system within three (3) working days.
  - b. The Probation and Parole officer or offender shall make an appointment with the specific community resource agency for assessment and treatment.
  - c. The Probation and Parole officer shall request that the specific community resource agency send a progress report to the officer at least twice a year. The report shall be placed in the case folder. A final closing summation from the agency shall be requested and placed in the case folder. (3-3107)